

# HOW TO REPORT SAFE KEEPING



- Safekeeping is to be **reported** by November 1<sup>st</sup>
- **All** contents must be reported and remitted to the Treasurer's Office – even if they are considered to be of no value.
- Contents **must** be reported in electronic form so that they can be uploaded directly into the Treasurer's system.
- The more accurate/complete the inventory is the less inquiries you will receive from our office regarding possible discrepancies.
- **PAPER INVENTORY FORMS ARE NO LONGER NECESSARY** (we have included them for your convenience only).
- Contents will be **remitted the following spring when requested**.

## HOW TO REPORT AND ITEMIZE CONTENTS

Open all sealed envelopes/containers to obtain an accurate description.

### **PAPERS**

Will of John Doe

American Insurance Company insurance policy John Doe

Birth Certificate of John Doe

Abstract of home located 123 Main St

Miscellaneous papers of no value (Examples – receipts, letters, tax documents, car titles, empty envelopes...)

### **SECURITIES**

American Company, Certificate #ABC123, 600 shares, registered to John Doe

\$50 US Series E savings bond #Q6349724P for John Doe

### **CASH/COIN**

12 wheat pennies

5 buffalo nickels

20 Mexican pesos

40 nickels

10 - \$1.00 bills

73 Jefferson nickels

1 coin wrapper containing 50 US pennies dated 1918-1964 (if wrapper was originally empty, please indicate).

### **VALUABLES/OTHER**

6 gold colored necklaces

1 gold colored pocket watch

1 gold colored ring with 5 clear stones

1 pair screw back earring with clear red stone

**DO NOT** remit firearms without going through the following steps:

1) Contact the local authorities and explain the situation.

2) If after the authorities have been contacted, the firearm is deemed acceptable to turn over to the Treasurer's Office, please call and arrange for it to be delivered.

**\*\*If the safekeeping has contents that are considered hazardous or dangerous to ship, please contact the Treasurer's Office *before* remitting.\*\***

## **REMITTING CONTENTS**

Contents will be **remitted the following spring** as requested by the Treasurer's Office. You will receive notice giving exact dates.

When the time comes to remit the contents, the financial institution is responsible for the contents until the delivery is made to the Lucas building. It is in the financial institution's best interest to send by certified mail or hand delivery to have confirmation of delivery.

# **SAFE DEPOSIT BOX REPORTING INSTRUCTIONS**

## **REPORTING**

If you have safe deposit box contents, you must file a **SEPARATE REPORT** for the safe deposit box items due November 1st.

## **HOW TO REPORT**

You **must** complete the report electronically by entering the owner detail information under "Properties" of the reporting software. Do not report **EMPTY BOXES**.

## **SAFE DEPOSIT BOX INVENTORY SHEET INSTRUCTIONS**

**Holder name:** enter your Bank or Financial institution name.

**Report year:** enter the year for which the report is being filed.

**Property type:** enter the type of property: SDO1-safe deposit box contents; SD02-other safekeeping; or SD03-other tangible property.

**Owner information:** enter the full name of the owner, address, and social security number. If an SDB has two

owners, the names of both must be shown with the relationship (example: joint, or, etc).

**Date of abandonment:** enter the date that the rental period expired or the date of the last contact with owner.

**Branch:** if applicable, enter the name and city/state of the branch location where the contents were held.

**Contents inventoried by:** sign to verify that there has been true and accurate accounting.

**Itemized description:** enter an itemized description of the safe deposit box or safekeeping items.

Send the signed Holder Report Cover Sheet (printed from any software) and diskette with the owner detail by **November 1<sup>st</sup>**

## **WHEN TO REMIT:**

**DO NOT** send safe deposit box contents or safekeeping items with the November 1<sup>st</sup> safekeeping report. **Safe deposit boxes or safekeeping items may not be delivered until you receive written notification from the Treasurer's office to remit the contents.** When notification is received, all boxes or items are to be sent in their entirety. We will send notification, within 120 days of November 1<sup>st</sup>.

**DO NOT** take cash from an abandoned box for fees.

## **DELIVERY:**

Safe Deposit Box contents must be sent by **certified mail** or by **hand delivery** to the State Treasurer's Office in the Lucas Building. **DO NOT** mail contents to our PO Box.

## **SAFEKEEPING DELIVERY**

### **ADDRESS:**

Iowa Unclaimed Property SDB  
Lucas Office Building  
321 E 12<sup>th</sup> St  
Des Moines, Iowa 50319



**(THIS MAY BE USED TO ASSIST IN REPORTING ELECTRONICALLY.)**

**REPORT YEAR**\_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_

<b>1. PROPERTY TYPE CODE    SD0____</b>			<b>5. DATE OF ABANDONMENT</b>	
<b>2. OWNER(S)</b>			<b>6. BRANCH WHERE PROPERTY WAS HELD</b>	
<b>last name</b>	<b>first name</b>	<b>middle initial</b>	<b>BRANCH NAME_____</b>	
<b>3. SOCIAL SECURITY NUMBER</b>			<b>CITY_____STATE_____</b>	
<b>4.OWNERS MAILING ADDRESS</b>				
<b>Street 1</b>			<b>7. CONTENTS INVENTORIED BY:</b>	
<b>Street 2 or PO Box</b>			<b>NAME_____SIGNATURE_____</b>	
<b>City</b>			<b>NAME_____SIGNATURE_____</b>	
<b>State</b>			<b>DATE_____</b>	
<b>Zip</b>				

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